

# CAM Index

February 2006

DPD publishes a variety of public information documents intended to provide user-friendly information on the range of subjects you may encounter while conducting business with us. This index lists our most frequently used documents, called Client Assistance Memos (CAMs), which are divided into categories for easy reference:

- 100 series: General Information
- 200 series: Land Use Code
- 300 series: Building Code
- 400 series: Energy and Mechanical Code
- 500 series: Grading, Side Sewer and Drainage
- 600 series: Code Compliance and Rental Housing Regulations

#### Interdepartmental Series

- 1000 series: Seattle Public Utilities CAMs
- 2000 series: Seattle Dept. of Transportation CAMs
- 3000 series: Dept. of Neighborhoods CAMs

An alphabetical listing by subject is also available on page 8. Additional DPD public information documents are listed on page 10.

CAMs are continually being revised to reflect changes in procedures, codes and regulations. Those requiring major revisions may be temporarily pulled from circulation. CAMs are available on the DPD website at [www.seattle.gov/DPD/CAMs](http://www.seattle.gov/DPD/CAMs). Printed versions are available at the DPD Public Resource Center, located on the 20th floor of the Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8467.

Both new and revised CAMs are announced in DPD's free monthly newsletter, *dpdINFO*. If you would like to be on the *dpdINFO* mailing list, or if you have suggestions or questions about CAMs, please call DPD Community Relations at (206) 684-8443.

**NOTE:** CAMs should not be used as substitutes for codes and regulations. Applicants are responsible for compliance with all code and rule requirements, whether or not they are described in a CAM.

NUMBER	TITLE	REVISED	STATUS	ONLINE
<b>100 Series: General Information</b>				
101	Getting a Single Family Building Permit from DPD	1/25/05	Up-to-date	yes
102	Getting a Small Business Use & Construction Permit from DPD	11/9/05	Up-to-date	yes
103	Site Plan Requirements	2/1/06	Up-to-date	yes
103A	Site Plan Guidelines	2/1/06	Up-to-date	yes
103B	Environmentally Critical Area Site Plan Requirements	1/23/02	Up-to-date	yes
104	Getting an OTC (Over-the-Counter) Permit	11/16/05	Up-to-date	yes
105	Drop-Off Submittals	5/31/05	Up-to-date	yes
106	General Standards for Plans and Drawings	5/14/05	Up-to-date	yes



NUMBER	TITLE	REVISED	STATUS	ONLINE
107	DPD Public Records	2/24/04	Up-to-date	yes
108	Regulations Governing Child Care Centers	10/14/04	Up-to-date	yes
110	Requesting a Code Amendment	9/1/01	Up-to-date	yes
111	Construction and Development in Floodplains	3/21/05	Up-to-date	yes
112	When and How to Report a Code Violation to DPD (re-numbered as CAM 612 on 1/31/06)	See CAM 612		
113	Posting Construction Conditions on Building Sites	7/7/05	Up-to-date	yes
114	Establishing an Artist's Studio/Dwelling in an Existing Building	11/16/01	Up-to-date	yes
116	Establishing a New Accessory Dwelling Unit	10/24/05	Up-to-date	yes
117	Parking Waivers for Accessory Dwelling Units	6/1/98	Up-to-date	yes
118	Making Sure Your Commercial Project Meets Seattle's Noise Ordinance Requirements	5/19/05	Up-to-date	yes
119	Regulations for Barrier-Free Accessibility	10/14/04	Up-to-date	yes
120	Getting a Certificate of Occupancy	4/16/03	Up-to-date	yes
121	Criteria for Consistently Prepared Applicant (CPA) Submittals	8/29/03	Up-to-date	yes
122	Electric Utility Clearance Requirements	11/16/05	NEW	yes
123	Seattle's Tenant Relocation Assistance Ordinance (formerly CAM 609)	2/2/06	Up-to-date	yes
<b>200 Series: Land Use Code-Related Information</b>				
206	Temporary Use Permits in Seattle	9/20/05	Up-to-date	yes
208	When Environmental Review Is Required in Seattle	12/11/01	Up-to-date	yes
209	Master Use Permit Application Requirements for Shoreline Permits	12/10/02	Being revised	yes
209A	Shoreline Substantial Development Exemptions Application Instructions	12/22/05	NEW	yes
210	Master Use Permit Requirements for Variances	12/10/02	Up-to-date	yes
211A	Master Use Permit Requirements for Administrative Conditional Use (in Single Family and Multifamily Zones)	11/5/01	Up-to-date	yes
211B	Master Use Permit Requirements for Administrative Conditional Use (in Residential Commercial and Commercial Zones)	9/30/03	Up-to-date	yes
213A	Application Requirements for Short Subdivisions	10/17/01	Being revised	yes
213B	Application Requirements for Lot Boundary Adjustments (see also Director's Rules 10-87, 12-87, and 13-97)	9/13/04	Up-to-date	yes
217	How to Legalize a Use Not Established by Permit	2/21/02	Up-to-date	yes
218	Code Interpretations - <b>Update expected 3/06</b>	11/1/94	Pulled from circulation	no



NUMBER	TITLE	REVISED	STATUS	ONLINE
220	Lot Coverage, Height and Yard Standards for Homes in Single Family Zones	6/27/05	Up-to-date	yes
221	Single Family Side Yard Easements and Accessory Structure Agreements	2/22/00	Up-to-date	yes
225	Applications for New Sidewalk Cafes	7/31/01	Up-to-date	yes
228	Application Requirements for Rezones and Contract Rezones	1/12/05	Up-to-date	yes
229	Residential Use of Vessel, House Barge or Floating Home	7/7/04	Up-to-date	yes
230	Multifamily Residential Off-street Parking Requirements	1/17/06	Up-to-date	yes
232	How to Appeal the Granting, Conditioning or Denial of Shoreline Permits	7/14/05	Up-to-date	yes
233	Sources for Property Information	11/2/05	Up-to-date	yes
234	Landscaping Information	7/10/01	Being revised	yes
236	Home Occupations Allowed in Residential Zones	5/20/04	Up-to-date	yes
237	Preparation of Environmental Impact Statements - <b>Director's Rule 41-96 contains the most up-to-date information</b>	6/1/93	Pulled from circulation	no
238	Design Review: General Information, Application Instructions, and Submittal Requirements	7/15/05	Up-to-date	yes
241	Calculating Required Parking for Commercial Projects	3/26/02	Up-to-date	yes
242	Tree Protection Regulations in Seattle	2/21/02	Being revised	yes
243	Transportation Mitigation Payments: South Lake Union	10/5/05	Up-to-date	yes
<b>300 Series: Building Code-Related Information</b>				
303	Applicant Responsibilities and Plan Requirements For Single Family and Two-Unit Dwelling Units	7/1/02	Up-to-date	yes
303A	Common Seattle Residential Code Requirements	11/16/04	Up-to-date	yes
304	Building Permit Requirements for Prefab Steel Buildings	11/14/05	Up-to-date	yes
305	Factory-Constructed Structures for Residential and Commercial Use	12/22/05	Up-to-date	yes
306	Temporary Structure Permits in Seattle	7/15/04	Up-to-date	yes
309	Blanket Permits	8/7/02	Up-to-date	yes
310	Standard Plans	2/3/05	Up-to-date	yes
312	Decks, Fences and Arbors for Single Family Homes in Seattle	11/9/04	Being revised	yes
313	Required Predesign Conferences for High-rise Structures and Buildings with an Atrium	10/7/04	Being revised	yes
314	Seattle Building Code Requirements for Existing Buildings that Undergo Substantial Alterations	11/9/04	Up-to-date	yes
316	Subject-to-Field-Inspection Permits	11/10/04	Up-to-date	yes



NUMBER	TITLE	REVISED	STATUS	ONLINE
317	Smoke Detectors in Residences and Family Day Care Homes	10/18/05	Up-to-date	yes
318	Building Code Pre-design/Code Interpretation Conferences	3/7/02	Up-to-date	yes
319	Getting a Grip on Handrails	1/24/02	Being revised	yes
321	Rockeries: Prescriptive Design and Installation Standards	10/6/04	Up-to-date	yes
324	Reducing Landslide and Stormwater Erosion Damage: What You Can Do	1/22/02	Up-to-date	yes
327	Environmentally Critical Areas Exemptions and Modifications to Submittal Requirements	12/1/98	Being revised (ETA 4/06)	yes
328	Environmentally Critical Areas Exceptions	11/1/98	Being revised (ETA 4/06)	yes
329	Environmentally Critical Areas Administrative Conditional Use Permit to Recover Development Credit and Permit Clustered Development On-Site in Single Family Zones	11/1/98	Being revised (ETA 4/06)	yes
330	Environmentally Critical Areas—Yard and Setback Variance	11/1/98	Being revised (ETA 4/06)	yes
331	Environmentally Critical Areas—Tree and Vegetation Removal Permits	2/3/06	Being revised (ETA 4/06)	yes
332	Code Interpretation Appeals to the Construction Codes Advisory Board	3/1/04	Up-to-date	yes
333	Requirements for Verifying Contractor Registration	8/31/04	Up-to-date	yes
334	Preconstruction Conferences (For questions about preconstruction conferences, call (206) 684-8860.)	1/1/94	Pulled from circulation	no
335	Changing the Professional of Record for a Building Permit Application or Active Permit	2/1/95	Up-to-date	yes
336	Sustainable Building and Reuse of Building Materials	5/2/01	Up-to-date	yes
337	Demolition Permits	8/13/02	Up-to-date	yes
338	Public and Private Transformer Vaults	4/9/02	Up-to-date	yes
339	Emergency and Standby Power Systems	9/20/05	NEW	yes

### 400 Series: Energy and Mechanical Code-Related Information

403	NFRC Glazing U-factors and Solar Heat Gain Coefficient (SHGC)	9/1/98	Being revised	yes
404	True Seven-Day Programmable Thermostats	11/1/98	Up-to-date	yes
405	Energy-Efficient Lighting Equipment (Current information is available at the Seattle Lighting Design Lab at (206) 325-9711 or <a href="http://lightingdesignlab.com">http://lightingdesignlab.com</a> . For questions on the Seattle Energy Code, contact DPD Energy/Mechanical Technical Backup at (206) 684-7846.)	5/11/05	Pulled from circulation	no
406	Outdoor Air Quality in the Puget Sound Area and Building Ventilation Implications	12/1/95	Up-to-date	yes



NUMBER	TITLE	REVISED	STATUS	ONLINE
414	STFI Mechanical Permits for Commercial and Multifamily Residential	7/7/05	Up-to-date	yes
415	Applicant Responsibilities and Plan Requirements for Mechanical Permits	12/21/05	Up-to-date	yes
416	Installation Requirements for Wood, Coal and Other Solid Fuel Burning Appliances	12/13/04	Up-to-date	yes
417	Sun Chart: Determination of Solar Exposure	5/4/05	Up-to-date	yes
418	Using Duct Wrap or Self-Enclosed Grease Duct Systems to Construct Fire-Resistive Shaft Enclosure Assemblies	6/12/00	Up-to-date	yes
419	Commissioning for Nonresidential Mechanical and Lighting Systems	9/9/04	Being revised	yes
420	Solar Electric Systems	12/22/05	Up-to-date	yes

### 500 Series: Grading, Side Sewer and Drainage Information

501	Making Sense of Seattle's Stormwater, Grading, and Drainage Control Code	1/24/02	Up-to-date	yes
502	Grading Regulations in Seattle	8/1/03	Up-to-date	yes
503	Side Sewer Permits in Seattle	6/15/05	Being revised	yes
504	Side Sewer As-Built Plan Requirements	6/15/05	Up-to-date	yes
505	High Point Impervious Surface Calculation	10/7/04	Up-to-date	yes
506	Side Sewer Permits for Temporary Dewatering on Construction Sites	2/23/05	Being revised	yes
507	Side Sewer Permits for Build-Over Agreements	11/21/05	NEW	yes
508	Grading and Retaining Wall Construction Near or Adjacent to Property Lines	12/8/05	NEW	yes
515	Green Parking Lots	9/30/05	NEW	yes

### 600 Series: Code Compliance and Tenant Information

601	Unsafe and Vacant Buildings: DPD's Inspection Program/ SFD's Inspection Program	5/1/97	Up-to-date	yes
602	Condominium Conversion: A Guide for Tenants, Prospective Buyers, and Owners	5/4/05	Up-to-date	yes
603	A Citizen's Guide to Housing and Zoning Code Compliance	7/14/04	Up-to-date	yes
604	Seattle Laws On Property Owner and Tenant Rights and Responsibilities*	5/2/05	Up-to-date	yes
604A	Seattle Laws Regarding Building Maintenance and Repair*	5/2/05	Up-to-date	yes
605	City Regulations for Maintaining Vacant Buildings	11/1/96	Up-to-date	yes
606	Illegal Dwelling Units	3/1/97	Up-to-date	yes
607	Seattle's Rental Agreement Regulation Ordinance	11/29/00	Up-to-date	yes



NUMBER	TITLE	REVISED	STATUS	ONLINE
608	Regulations Affecting Buildings Unfit for Human Habitation or Other Use	3/17/05	Up-to-date	yes
609	Seattle's Tenant Relocation Assistance Ordinance (re-numbered as CAM 123 on 2/3/06)	See CAM 123		
610	Terminating Tenancies Under the Just Cause Eviction Ordinance (to comply with Land Use Code restriction on the number of residents)	3/11/02	Up-to-date	yes
612	When and How to Report a Code Violation to DPD (formerly CAM 112)	2/2/06	Up-to-date	yes

\*Translated versions of landlord/tenant information are available in nine languages—Cambodian, Chinese, Korean, Laotian, Russian, Somali, Spanish, Tagalog, and Vietnamese—from the DPD Public Resource Center, located at 700 Fifth Ave., Suite 2000, (206) 684-8467, and online at [www.seattle.gov/DPD/publications](http://www.seattle.gov/DPD/publications).

## INTERDEPARTMENTAL SERIES

### 1000 Series: Seattle Public Utilities CAMs

1101	Drainage and Wastewater: Regulation of Development	2/05	Up-to-date	yes
1201	Water Availability Certificate	4/05	Up-to-date	yes
1202	Water Service Application	4/05	Up-to-date	yes
1301	Solid Waste: Information for Developers	6/05	Up-to-date	yes
1401	SPU Survey Requirements	6/05	Up-to-date	yes

### 2000 Series: Seattle Department of Transportation CAMs

Will be posted in the Applicant Services Center soon.  
Find them now at: [www.seattle.gov/transportation/](http://www.seattle.gov/transportation/)

2100	List of Street Use Permits	2006	Up-to-date	yes
2101	Inspection Costs - What to Expect After a Permit is Issued	2006	Up-to-date	yes
2102	Certificate of Public Liability Insurance	2006	Up-to-date	yes
2103	Resolving Right of Way Permit Disagreements	2006	Up-to-date	yes
2200	Street Improvement Permitting Process for Construction in the Public Right of Way	2006	Up-to-date	yes
2201	Plan Requirements for Construction in Public Right of Way	2006	Up-to-date	yes
2202	Street Improvement Permit Closeout Procedure	2006	Up-to-date	yes
2203	Dedication Requirements for Construction in Public Right of Way	2006	Up-to-date	yes
2204	Driveways and Curb Cuts	2006	Up-to-date	yes
2205	Interpreting Pavement Opening and Restoration/Waiving Same	2006	Up-to-date	yes
2300	Street Tree Planting Procedures	2006	Up-to-date	yes
2301	Guidelines for Affixing Ornamental Lighting	2006	Up-to-date	yes



NUMBER	TITLE	REVISED	STATUS	ONLINE
2302	Tree Pruning or Removal Permits Request Information	2006	Up-to-date	yes
2303	List of Tree Service Companies with an Annual Permit	2006	Up-to-date	yes
2304	Planting Strip Landscaping and Paving Rules	2006	Up-to-date	yes
2500	Street Use Permits for Special Activities	2006	Up-to-date	yes
2501	Street and Stadium Vending	2006	Up-to-date	yes
<b>3000 Series: Seattle Department of Neighborhoods CAM</b>				
3000	Historic Preservation and SEPA Review	2/2/06	Up-to-date	yes



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## Additional Publications

For online access to additional DPD publications, go to **[www.seattle.gov/DPD](http://www.seattle.gov/DPD)** and follow the instructions below:

**Application Forms** - click on “Publications,” then on “Forms.”

**Codes** - click on “Codes.”

**Design Review Guidelines** - click on “Publications,” then on “Design Review.”

**Director’s Rules** - click on “Codes,” then on “DPD Director’s Rules.”

**dpdINFO**, a monthly newsletter - click on “Publications,” then on “dpdINFO.”

**Fee Information** - scroll down to the “Quick Links” and click on “Fees.”

**Landlord/Tenant Information** - click on “Publications,” then on “Landlord/Tenant.”

**Land Use Information Service** - at the left, under “DPD Services,” click on “Land Use Review.”

**Zoning Charts** for Single Family, Multifamily, Commercial and Industrial Zones - click on “Publications,” then on “Zoning Charts.”

## Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at **[www.seattle.gov/dpd](http://www.seattle.gov/dpd)**. Paper copies of these documents, as well as additional regulations, are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.

